

**DOCUMENT NAME: Government Purchase Card**  
**DAFIS DOCUMENT TYPE: 32**

1. **Description:** The Government Purchase card is a payment and procurement tool utilized for simplified acquisitions based on an individual's procurement authority. The account holder has the option of requesting a plastic credit card, convenience checks, or both. Convenience checks should only be used when the vendor will not accept any other type of payment as the issuing bank charges a fee of 1.9% of the value of each check written. Convenience check payments exceeding \$2500 must have prior written approval from the Government Purchase card "Organization Program Coordinator" (OPC) located at Coast Guard Headquarters, G-CPM-1. The Government Purchase card is the preferred method of procurement for micro purchases.
2. **Primary Forms:** Bank of America Master Card  
 Bank of America Convenience Checks  
 Monthly Bank of America Statement (see Figure 12D-54)  
 CG-5623, Order Log (see Figure 12D-54a)  
 Weekly Purchase Card Report (PCR)
3. **Related Forms:** None
4. **Document Number:** Nonstandard Number - FINCEN assigned. (The letter B indicates "Bankcard")

SAMPLE: 32031234B1230012

| <u>Document Type</u> | <u>FY Funded</u> | <u>Last four digits of Bank Card Account #</u> | <u>Julian Date Of Purchase</u> | <u>Transaction Sequence Number</u> |
|----------------------|------------------|--|--------------------------------|------------------------------------|
| 32                   | 03               | 1234   | B 123                          | 0012                               |

5. **Accounting Line:**
  - a. Each Government Purchase card must be associated with one full line of accounting. The line of accounting includes the object class to identify the type of materials or services to be purchased with that card. It is essential that the object class is accurate. Appendix F defines object classes available for use. When requesting a new Government Purchase card, the unit provides all of the essential information to the Agency Program Coordinator (APC). This information will contain the cardholder's name, unit name, address, phone number, and the desired line of accounting to be assigned to the card. The APC will forward this information, except the line of accounting, to Bank of America by either faxing a Central Account Setup Form or entering the data on-line in their Electronic Account Government Ledger System (EAGLS). The accounting line for the new card must be sent to the Finance Center via e-mail to [purchasecard@fincen.uscg.mil](mailto:purchasecard@fincen.uscg.mil) so it can be entered into the Consolidated Billing System (CBS). Any subsequent changes to the accounting line assigned to a Government Purchase card must also be sent to the FINCEN via e-mail to [purchasecard@fincen.uscg.mil](mailto:purchasecard@fincen.uscg.mil). This e-mail should include the card number, cardholder name, old line of accounting, new line of accounting, and the name and phone number of a point of contact. **(Note: Changing accounting lines in EAGLS**

5. a. (cont)  
will not change the accounting line associated with the Government Purchase card. This can only be done by the FINCEN.)
- b. Cardholders and approving officials can change the Program Element, Cost Center and/or Object Class for any Government Purchase card transaction via the Purchase Card Application (PCA) on the FINCEN's web site. This will not change the line of accounting associated with the Government Purchase card.
6. **FINCEN Critical Processing Requirements:**
- a. All Government Purchase cards and the associated line of accounting must be set up at the FINCEN.
- b. All transactions must be verified by the cardholder.
- c. All statements must be certified by the approving official.
7. **Other Information:**
- a. Supply Fund users should provide the Julian Date when listing Government Purchase card purchases on their CG-3095, CG-2576, and Fuel reports. See Chapter 8 for more information.
- b. Under no circumstances should purchase order documents be paid with the Government Purchase card unless a modification has been issued canceling the purchase order. Failure to follow this procedure can result in duplicate payments.
8. **LUFS-NT Information:**
- a. Obligations will NOT be transmitted via LUFS-NT. All information is entered only to maintain the local ledger and for reconciliation purposes.
- b. Obligations should be entered using the Credit Card icon in the Simplified Acquisitions Applet. The standard document number format should be used because it makes each purchase unique.
- c. Prior to reconciling your weekly PES reports, units should insert the DAFIS document number for each credit card transaction that is provided on your Purchase Card Report (PCR) into the credit card purchase record.
- d. When LUFS-NT reads the electronic PES report, it will look at the DAFIS document number to see if there is a match. If a match is found, LUFS-NT will auto-reconcile each transaction. If a match is not found, auto-reconciliation will perform a 45 day Julian date search starting at the Julian date on the PES report and searching backwards for a bankcard transaction with that respective bankcard number, account and dollar amount. If a match is still not found, it will require the reconciler to enter and reconcile the transaction accordingly.

## 9. Document Flow:

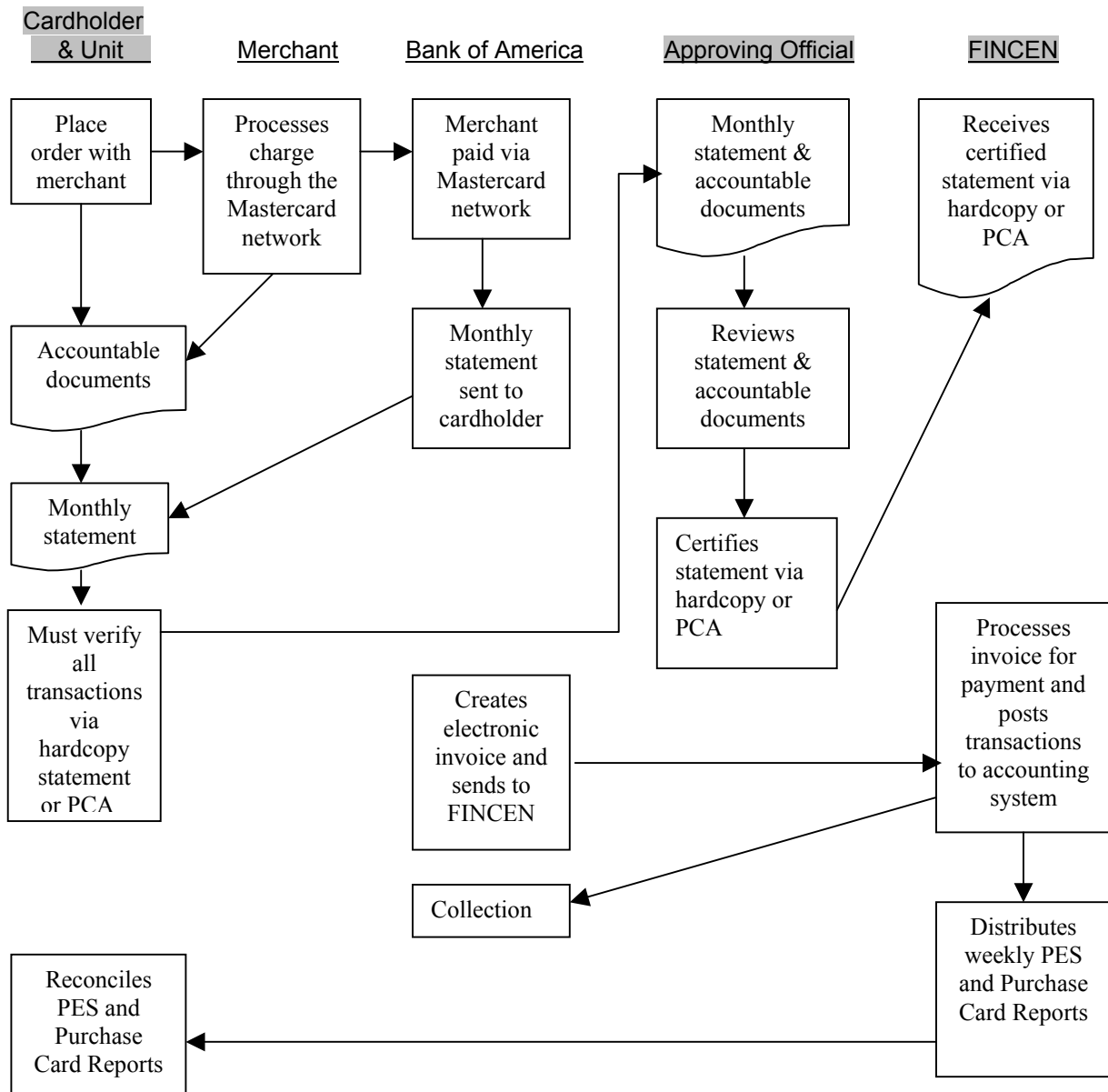


Figure: 12D-53 Government Purchase Card

- Figure 12D-53 describes the procedures for processing the Government Purchase card.
- Use the Government Purchase card in accordance with existing simplified acquisition procedures and policy.
- A monthly statement is mailed to each individual cardholder that had purchases during the statement period. Cardholders with Internet access have the option of accessing Bank of America's system EAGLS and querying Transaction Data/Individual Statement to retrieve their monthly statement.

**9. d. Purchase Card Holders**

Cardholders are required to review all transactions posted to their accounts for accuracy. They can do this by submitting hard copy statements or via PCA available on the FINCEN's web site.

(1) Hard copy statements: Upon receipt of the monthly statement, the cardholder must review it for accuracy and reconcile it against the accountable documents retained from each purchase. The statement pages on the Bank of America statements are perforated. Please do not remove any sections of the statement pages before submission as they may contain information that is vital to our review process. Following is a description of the various types of accountable documentation:

Charge Slips/Sales Receipts/Invoices - Must be legible and complete. Must include the date, the vendor name and address, the amount and a detailed description of the purchase. Part numbers or terms such as "miscellaneous", "supplies", "office supplies", "general merchandise", or "hardware items" are not sufficient. If the charge slip/sales receipt/invoice only gives date, store name and amounts, either attach the Purchase Request or an Order Log with a complete description.

Order Logs (CG-5623) - Order logs may be used in lieu of receipts\* and should contain vendor name, address and telephone number, purchase amount, freight amount (if freight amount is over \$100 a copy of the carrier's freight bill must be included), purchase and receipt date and a detailed description. The order log must be signed by the approving official certifying that the information on the log is a true representation of the backup documentation kept at the unit for the purchases listed. Order logs also provide good back up for sales receipts or packing slips that do not give complete information. For cellular phone service, cable TV, or other recurring charges, please include the period of service you are paying for as part of the description or attach the summary page of the bill that gives the period covered. For subsistence charges the description should list the main items purchased and cardholders are reminded that no non-food items are to be purchased with your subsistence card. (\*Any required certifications for bottled water or approvals for memberships, any required COCO authorizations for fuel, food, etc. as listed in COMDTINST M4200.13B, Simplified Acquisitions Procedures Handbook, and any receipts for charges over \$2500 must be attached to the Order Log even if the Order Log is being used in lieu of receipts.)

Purchase Log from LUFS – You may use your purchase card log printed from LUFS only if it contains all of the information required on the Order Log described above. All other instructions given for use of the Order Log also apply. The log must be signed by the approving official certifying that the information on the log is a true representation of the backup documentation kept at the unit for the purchases listed.

Purchase Requests - Purchase Requests (PRs) are only to be used as accountable documentation if no other accountable documentation is available or to supplement other documentation given.

9.d.(1) cont.

COCO approvals - COCO approval is needed for purchases like fuel, airline tickets, car rentals, lodging and meals provided during training. See COMDTINST M4200.13E, Simplified Acquisition Procedures Handbook for a complete list of purchases that require authorization by the COCO. Be sure to include them with the other accountable documentation.

Cellular Bills - Accountable documentation for cellular telephone charges is the account summary page. Cardholders paying a previous balance must identify the period included in the previous balance amount being charged by either providing the account summary page for the previous balance or noting the period on the account summary page.

**Note:** Accountable documentation for purchases made with convenience checks is the same as for purchases made with the purchase card. Convenience checks that exceed \$2500 must have prior approval by the Coast Guard Headquarters Purchase Card APC who is currently Mary Jo Staron, G-CPM-2. A copy of this approval should be attached to the statement.

The cardholder verification process must be completed within seven calendar days in order to provide sufficient time to allow for subsequent approving official review. After cardholders verify their purchases, they sign in the "Reviewed By" space on the last page of the monthly statement. All accountable documentation (or legible copies of the originals) should be placed in the order the charges appear on the statement and stapled (not paper clipped) behind the upper left hand corner of the statement and forwarded to the approving official. Do not staple multiple statements together. Do not forward accountable documentation separately from the statement to the Finance Center.

Any purchases which do not include copies of these accountable documents will require a special certification signed by both the cardholder and approving official providing an explanation why the accountable document is not available and certifying that the purchase was authorized and received in acceptable condition.

(2) Purchase Card Application (PCA): Cardholders can go into PCA on a daily basis and verify any transactions that have posted to their accounts. They must have a user ID and password to access PCA and they can apply on line by filling out the PCA Access form at [http://intranet/pca\\_home.htm](http://intranet/pca_home.htm). User IDs and passwords for PCA must not be shared. All PCA users should read the User Guide available at the same link. The cardholder will then go in to the "Cardholder Menu" and select the "Transaction Verification and Reallocation" option where they can compare their receipts, invoices, etc. to the transactions that have posted to their account. If the transactions are correct, a detailed description should be entered in the "Purchase Description" field. Part numbers or terms such as "miscellaneous", "supplies", "office supplies", "general

## 9.d.(2) cont.

merchandise”, or “hardware items” are not sufficient. To complete the verification, they will then click “Verified.” If the transaction is not correct, the cardholder should indicate in the “Purchase Description” field whether it is being disputed with the vendor or if a dispute form was sent to the bank and then click on “Disputed”. A transaction cannot be verified if a description has not been entered. The billing period always ends on the 19<sup>th</sup> of the month, but it may take several days longer for all transactions for that period to appear in PCA.

If a transaction has been selected for audit in PCA, it will be indicated in the “Audit” field and cardholders must submit accountable documentation for that transaction. See 9.d.(1) for a description of accountable documentation. This should be submitted after the approving official has completed his certification of the statement. Cardholders should submit the documentation by printing a copy of the statement from the “Print Statement” option in PCA and faxing that statement and the required documentation to “PCA Audit” at 757-523-6719. It can also be mailed to the address in 9.e.(1). Please do not use the statement received from Bank of America when faxing this information. Printouts of the PCA “Transaction Verification and Reallocation” screen will not be accepted in lieu of a statement. If no transactions are selected for audit, no documentation should be sent to FINCEN unless requested at a later date for audit purposes. The original Bank of America statement and all accountable documentation as described in 9.d.(1) above should be kept in the unit’s files and be available for audit purposes for a period of 3 years. The cardholder process should be complete in PCA within 15 days after the end of the billing period in order to allow ample time for the approving official to complete their certification.

(3) If an item is billed incorrectly, it is the responsibility of the cardholder to attempt to resolve the problem with the merchant. If the merchant does not provide a replacement or credit, the cardholder must provide a complete explanation on the statement form in addition to completing a “Dispute” form. The form must be submitted to Bank of America within 60 days of the statement date and a copy must be submitted with the statement to the Finance Center.

Note: Inform vendors with whom you make purchases using the Purchase Card to not send invoices to the Finance Center. They should be sent to your unit so you will have them to attach to your statements. The possibility of duplicate payments from your unit’s funds exists if the vendors send the invoices to the Finance Center.

9.e. Approving Officials

The approving official must then review each of the cardholder's statements and certify that all transactions made were in the interest of the Coast Guard and that all purchases were made in accordance with the Simplified Acquisition Procedures Handbook and mandatory sources of supply. They can do this by submitting hard copy statements or via PCA:

(1) Hard copy statements: The approving official will write "A/O" directly below the cardholder's signature and sign and date each statement. If an order log is used as backup documentation for a statement, the approving official must sign the log certifying that the information on it is a true representation of the backup documentation kept at the unit for the purchases listed. All certified statements (with the accountable documentation as explained above) should then be forwarded to the Finance Center within 7 calendar days. This will allow approximately 10 days for the Finance Center to receive and process the statements in order to meet the requirements of the Prompt Payment Act. The address for submission of statements is:

Purchase Card  
USCG Finance Center  
P. O. Box 4107  
Chesapeake, VA 23327-4107

For those units that have the equipment, you may prefer to scan your signed statement and the required documentation, upload them to your workstation as a .pdf or as a .jpg file and then send them to the Finance Center as an attachment to an E-mail. Each individual statement and its documentation should be included in one .pdf or .jpg file. Do not send multiple statements in one file and do not send multiple files for one statement and its documentation. Please remember if you choose to do this that all back-up documentation requirements listed in paragraph 9.d.(1) above still apply. We ask that your subject line be the region of the line of accounting associated to the card for which the statement is being sent. If more than one statement is attached, indicate the number of statements in the subject line also. Example: "2 - Region 6 statements". Your E-mail should be sent to [BoAstatements@FINCEN.uscg.mil](mailto:BoAstatements@FINCEN.uscg.mil).

(2) Purchase Card Application (PCA): Approving officials can go into PCA on a monthly basis and certify any cardholder statements that have been verified by their cardholders. They must have a user ID and password to access PCA and they can apply on line by filling out the PCA Access Form at [http://intranet/pca\\_home.htm](http://intranet/pca_home.htm). User IDs and passwords for PCA must not be shared. All PCA users should read the User Guide available at the same link. Once the approving official has been given access they can go into the "Approving Official Menu" and select "Statement Certification" where they will see a list of cardholder statements that have been completed and are ready for them to certify. The approving official should then click on "Statement Details" for the statement to be certified. Once all of the transactions have been reviewed, they should scroll to the bottom of the screen and click on "Submit". That statement is then considered to be complete and "received" at FINCEN. The approving official should remind the cardholder to submit documentation for any transactions that were selected for audit and to keep the original Bank of America statement and all accountable documentation in the unit's files for a period of 3 years so it will be available for audit purposes. The approving official certification process in PCA should be completed within 30 days of the statement date.

9. f. In the case of travel or leave when the cardholder or approving official will not be available for verification/certification at the time the statements are due, arrangements must be made for such activity to be handled by another individual to aid timely processing. Please remember when making these arrangements that the one signing for the approving official must be at least one supervisory level above the cardholder. The responsible individual should sign the back of the statement for the other person and indicate why that approving official or cardholder is not available to sign. The absent person will countersign the unit's copy upon return. If the cardholder and approving official are PCA users, they will have more time to complete the verification/certification process so this should not be a problem. The approving official can complete a cardholder's verification of transactions in the cardholder's absence by selecting the "Cardholder Menu" when he goes into PCA. Cardholders and approving officials are reminded, however, that User Ids and passwords for PCA must not be shared.
- g. The cardholder verification and approving official certification process should always be completed within 30 days of the statement date. This process should never be delayed because charges are being disputed or investigated. If the hard copy statement is to be submitted, annotate on the statement which charges are being disputed/questioned before signing it. If PCA is being used, annotate in the "Purchase Description" field of the individual transactions whether they are being disputed or investigated.
- h. OTHER INFORMATION CONCERNING THE GOVERNMENT PURCHASE CARD
- (1) There are two embossed lines on a credit card. The first line is for the cardholder's name and the second line defaults to "USCG B239641", the Coast Guard's tax-exempt identification number. If the cardholder desires to place other information on the second line to make the card more readily identifiable, then this information should be provided to the APC. The APC should enter this information in the Cardholder Name field of the Centrally Billed Account Setup Form that is sent to Bank of America. The second embossed line has a maximum length of 26 characters.
- (2) Fiscal Year Chargeable: Government Purchase card purchases can be made through 30 September of each FY. Transactions (purchases) are properly chargeable to the appropriate FY funds based on the order date. However, the vendor's billing date, forwarded electronically to the FINCEN from the Government Purchase card contractor, is used to create the document number and assign the line of accounting. This date may not coincide with the actual fiscal year that the items were ordered.
- (3) Crossover of fiscal years transaction errors: The FINCEN will adjust PES transactions back to the prior fiscal year if the order date is on or before 30 September. The FINCEN will make PES adjustments due to vendor transaction date discrepancies regardless of dollar amount. In these cases, units must submit a PES Report Error to FINCEN indicating the over the



## 9.h.(3) cont

counter date or the actual order date. A copy of the monthly statement and supporting receipt, packing slip, etc., with the individual line items highlighted must be included. If vendor documentation is not available, a copy of the CG-5623 Order Log indicating the order date will be accepted. Changes in the fiscal year chargeable cannot be made via PCA.

- (4) Cable TV invoices often cause problems because Government Purchase card advance payments are not authorized and some cable companies bill in advance. Payment of a cable TV invoice should only be made using the Government Purchase card if the company bills in arrears.
- (5) Credit card transactions are exempt from taxes. The tax-exempt number for the Coast Guard is B239641. If charged sales tax, cardholders are required to dispute sales tax amounts with the merchants. Cardholders should also verify that amounts previously disputed are credited to their account. The 9-digit Federal Tax ID number is 54-6010204.
- (6) Emergency situations have necessitated quick acquisition of Government Purchase cards so purchasing could start and ensure the correct line of accounting would be charged. There are 2 basic alternatives to acquiring cards for these situations. The first alternative is to contact [purchsecard@fincen.uscg.mil](mailto:purchsecard@fincen.uscg.mil) and have the accounting line associated with one of your existing cards changed to the new accounting line for tracking the cost of the emergency. It is recommended you choose cards that have never been used or cards that have not been used since the last billing cycle to avoid charges to the wrong Program Element Status (PES) report. The second alternative is to have your APC call Bank of America customer service and explain the need to issue the card and to have it mailed via overnight express mail service.
- (7) Multi-user cards are not supported by Bank of America.
- (8) Memberships in private and professional organizations can also be paid for in advance using the Government Purchase card. The same requirements apply as they do to a purchase order. Memberships must be made in the name of the USCG (not an individual or individual title). Memberships must be approved at the appropriate level. See the Financial Resource Management Manual, COMDTINST M7100.3B for more information concerning who must approve memberships. Copies of approvals must be submitted to the FINCEN with the monthly statement.
- (9) The Government Purchase card may be used for payment of service/maintenance agreements. Contracting activities electing to use their purchase cards to pay for supplies/services received under service/maintenance agreements must adhere to the following procedures:
  - (a) Service/Maintenance agreements (CG-5398/OF-347) must be signed by contracting officers. Contracting officers shall ensure that all required Federal Acquisition Regulation (FAR) clauses and provisions are incorporated into the document, including appropriate Service Contract Act clauses and any applicable wage determination from the Department

## 9.h.(9)(a) cont.

of Labor. The document shall be completed as follows: (1) Block 3, leave blank, (2) Block 4, insert 32, Fiscal Year, Region, Program Element and sequential number (e.g., 32006PE020) to indicate credit card charge, (3) Block 9, do not include any accounting data, (4) Block 17, insert the words, "Billing to be monthly in arrears. Payment will be made using the Government Purchase card and (5) Block 21, insert the unit address of the cardholder. Do not use the FINCEN address. Do not mail copies of the agreement to the FINCEN. Use the Government Purchase card payment procedures only when vendors agree to bill monthly in arrears. These procedures will ensure that if a copy of an agreement is inadvertently mailed to the FINCEN that it will not be entered into the accounting system. Payments for these agreements will show on the PES report as direct charges and as document type 32 vice document type 23.

- (b) After receipt of the monthly invoice, cardholders can utilize their Government Purchase card over the counter or provide the credit card number over the phone in accordance with local contracting procedures. Under no circumstances should specific information from the credit card (i.e., credit card account number) be placed on the service/maintenance agreement.
- (c) Cardholders shall attach the account summary page of cellular telephone invoices to monthly statements submitted to the FINCEN. If you use the Order Log or PCA, you need to enter period of service you are paying for as part of the description. For personal calls, reimbursement must be collected from the appropriate personnel for the cost of the calls plus additional 3% excise tax. Reimbursement must be made payable to the U.S. Coast Guard and submitted to the following address along with a copy of the statement indicating the charge: U. S. Coast Guard, ART/OTHERS, P. O. Box 403391, Atlanta, GA 30384-3991. Phone calls to 1-900 numbers are always personal and not official.
- (d) Cardholders shall not charge payment for supplies/services until the end of the month for which the supplies/services were received. Advance payments to vendors are not authorized and may result in delayed or stopped payments to the vendors, or cancellation of cardholder privileges for service/maintenance agreements transactions. Cardholders shall attach invoices for all maintenance agreements to monthly statements submitted to the FINCEN.
- (e) Modifications to Service/Maintenance agreement (SF-30) must include the following: (1) Block 1, leave blank, (2) Block 4, insert 32, Fiscal Year, Region, Program Element, and sequential number to indicate credit card charge, (3) Block 5, leave blank, (4) Block 12, do not include any accounting data, and (5) Block 14, insert the words, "Billing to be monthly in arrears. Payment will be made using the Government Purchase card". Do not send copies of the modifications to the FINCEN.
- (f) Any existing maintenance agreement under document type 23 that does not include the provisions of this message must be cancelled and reissued if the contracting activity plans to use the above outlined procedures. Cancellation copy must be submitted to FINCEN.

9.h cont.

- (10) Units electing to use their Government Purchase card for payment of non-cellular telephone services must ensure that:

(a) The phone company will accept the Government Purchase card.

Note: The object class for telephones is 2335. See paragraph 5 under this document type.

(b) 1-900 calls are never considered official business; therefore a 1-900 block must be in place. (This includes those 1-800 numbers that convert to a charge number).

(c) The phone company must change the billing address so the invoice will go to the unit instead of the Finance Center.

(d) The invoice must be billed monthly in arrears.

(e) Contact the Finance Center, (OPC) to ensure the Recurring Charge Master is removed from WINS. This will eliminate the possibility of duplicate payments.

(f) A copy of the billing summary page of the phone bill must be attached to the Government Purchase card monthly statement. If you use the Order Log or PCA, you need to enter period of service you are paying for as part of the description.

(g) For personal calls, reimbursement must be collected from the appropriate personnel for the cost of the calls plus additional 3% excise tax. Reimbursement must be made payable to the U.S. Coast Guard and submitted to the following address along with a copy of the statement indicating the charge:

U. S. Coast Guard  
ART/OTHERS  
P. O. Box 403391  
Atlanta, GA 30384-3991

(h) Remittances for personal calls should contain the line of accounting and the last 4 digits of the Government Purchase card number where the credit is to be applied. FINCEN will assign a document number to this credit as follows:

| DOCUMENT<br>TYPE | FY<br>FUNDED | PHONE | MONTH | LAST 4 DIGITS<br>OF CARD NUMBER |
|------------------|--------------|-------|-------|---------------------------------|
| 32               | 04           | PHO   | 06    | 1234                            |

## 9.h cont

- (11) The Government Purchase Card or convenience checks may be used for payment of supplies or services that would otherwise be procured using a Blanket Purchase Agreement (BPA). It is not necessary to prepare a BPA when payment is made by the Government Purchase card. If a unit does prepare a BPA and pays by Government Purchase card, copies of the agreement should not be mailed to the FINCEN. Payment made by the bank will be document type 32 instead of document type 26 or document type 38. The format for the document number will be same as in paragraph 4 of this section.

After receipt of the monthly invoice, cardholders can utilize their Government Purchase cards or convenience checks over the counter or provide the credit card number over the phone in accordance with local contracting procedures. Government Purchase cards may be used for payment on BPAs with Call Limits of up to the simplified acquisition threshold of \$100,000 or less. Convenience checks may only be used for payment on BPAs with Call Limits within the micro purchase threshold of \$2,500 or less or \$2,000 or less for construction orders.

**DO NOT** send copies of BPAs that are established for payment by Government Purchase cards or convenience checks to the FINCEN.

**DO NOT** send copies of orders or invoices placed and/or received against such BPAs. This will eliminate the risk of double billing/double payment.

- (12) Other Finance Office Information can be obtained in the Federal Supply Schedule. At the minimum, card holders and approving officials, in addition to the above, must know the following program requirements:
- (a) Safekeeping of credit cards and their numbers: Limit unauthorized access of the Government Purchase cards in your possession. Cards and convenience checks should be safeguarded with appropriate security measures in accordance with good business practices.

## 9.h.(12) cont

- (b) Copies of Charges, Credits, and Statements: Retain copies of your accountable documentation and certified statements for a period of 3 years for item returns, disputed items, and audit trails. After certification by the approving official and cardholder, the original statement and all accountable documentation or legible copies of the documentation must be sent to the FINCEN. If you are using PCA, the original statement and all accountable documentation must be kept at the unit for a period of 3 years.
- (c) Cost Accounting: Cardholders and approving officials can change the Program Element, Cost Center and/or Object Class for any Government Purchase card transaction via PCA on FINCEN's web site. If you do not use PCA, a PES Report Error form will have to be submitted to FINCEN (OGP) to change the line of accounting for a transaction.
- (d) Nonexpendable Property Purchase: Nonexpendable items purchased with a Government Purchase card must be brought to the attention of the property custodian or property officer.
- (e) Lost/Stolen Cards: Cardholders must report lost or stolen cards to Bank of America's Government Card Services Unit (GCSU) at 1-800-472-1424 (domestic toll-free) or 1-757-441-4124 (international collect). A replacement card with a new account number will be sent to the cardholder within 24 hours domestically and 48 hours internationally. Cards reported lost or stolen are immediately blocked from accepting additional charges. Any unauthorized charges must be disputed.
- (f) Cardholders/Approving Official Set Up and Maintenance Applications: These forms are approved by the Agency Program Coordinator (APC) for each unit and forwarded directly to Bank of America. The Centrally Billed Account Setup Form is used to create a new credit card account. APCs should not provide the accounting line to be assigned to a card to Bank of America, but instead report the accounting line to the FINCEN via e-mail to [purchasecard@fincen.uscg.mil](mailto:purchasecard@fincen.uscg.mil). Changes to any of the cardholder information on an existing account, except for the accounting line, should be reported to Bank of America on the Centrally Billed Account Change Form. Accounting line changes should only be reported to the FINCEN. To create a new approving official account, APCs should submit a "Hierarchy Structure Change Request" form to Bank of America. Once the bank notifies the APC of the new hierarchy level 6 number, then the APC should submit a Point of Contact Information form to the bank for this new hierarchy level. This form will contain the approving official's name, address, and phone number, and can also be used to establish EAGLS access for the new approving official. If an existing approving official is going to be replaced, then the APC needs to submit a Point of Contact Information form to delete the old approving official and a second one to add the new approving official. Each should contain all 6 levels of hierarchy.

## 9.h.(12) cont

- (g) Improper purchases: If an improper purchase is made using the purchase card and reimbursement is to be made do not send a remittance directly to Bank of America. Annotate the statement indicating that an improper purchase was made and identify which purchase was improper. A copy of the annotated statement and a cashiers check or money order made out to the U.S. Coast Guard should be mailed to:

U.S. Coast Guard  
ART/OTHERS  
P.O. Box 403391  
Atlanta, GA 30384-3991

**10. Sample Forms:** See Figures 12D-54 and 12D-54a.

**11. PES Report:**

| DOCUMENT ID      | TRANS<br>CODE | BATCH<br>NUMBER | COST<br>CENTER | OBJ<br>CLASS | COMMIT | UNDELIVERED<br>ORDERS | ACCRUED<br>EXPEND | EXPEND |
|------------------|---------------|-----------------|----------------|--------------|--------|-----------------------|-------------------|--------|
| 32041234B1230012 | 189           | 04035FQR2       | 12345          | 2674         | 0.00   | 0.00                  | 0.00              | 50.00  |

**12. References:**

- COMDTINST M4200.13, Simplified Acquisition Procedures Handbook.
- COMDTINST M7100.3B, Financial Resource Management Manual
- Bank of America Government Card Services Unit (GCSU) Reference Guide available at <http://thd.bankofamerica.com>.

**Bank of America**  
**NationsBank**

DB0# 0000000

MC ACCOUNT NUMBER  
5568-8600-0042-

JANE JO JAMES  
300 EAST MAIN STREET  
SUITE 600  
NORFOLK VA 23510

N000507

| POSTING<br>DATE | DESCRIPTION  | TRANSACTION<br>DATE | A-ATM C-CONV CK<br>T-TRAVELR CK | AMOUNT:CR-CREDIT<br>PY-PAYMENT DR-DEBIT |
|-----------------|--|---------------------|---------------------------------|---|
| 08-31           | W WALLACE NEALE CO OILVILLE VA<br>REF:68453869242000279177260 MCC:5074 PHONE:<br>MZIP:00000-0000 OZIP:00000-0000 DZIP:00000-0000 SHP:0.00 DTY:0.00 TAX:0.00 TIN:540643462 1057BUSCLASS:CORP 1057TYPECLASS<br>1057TYPECERT 1099TYPE | 08-30               |                                 | M 560.77 DR                             |
| 09-02           | KIM HOTSTART MFG CO SPOKANE WA<br>REF:68418859243801000100018 MCC:5013 PHONE:<br>MZIP:00000-0000 OZIP:00000-0000 DZIP:00000-0000 SHP:0.00 DTY:0.00 TAX:0.00 TIN:910683702 1057BUSCLASS: 1057TYPECLASS 1057TYPECERT<br>1099TYPE     | 08-31               |                                 | M 609.80 DR                             |
| TOTAL           |  |                     |                                 | 1,170.57                                |

Reviewed By: Jane Jo James

Date: 10-13-99

A/D Carlos Daniels

10/14/99

| MASTER FILE ACCOUNT CODE  |                          |                   |                    | ACCOUNT SUMMARY          |          |
|---|--------------------------|-------------------|--------------------|--------------------------|----------|
| 23901#132450FA#####1210082673#####  |                          |                   |                    | PREVIOUS<br>BALANCE      | \$ 0.00  |
| MASTERCARD FLEET TAXWARE CODE 000   |                          |                   |                    | PURCHASES                | 1,170.57 |
| AGENCY CODE   |                          |                   |                    | CASH<br>ADVANCES         | 0.00     |
| TAX EXEMPT #  |                          |                   |                    | PAYMENTS                 | 0.00     |
| MONTHLY<br>CREDIT LIMIT   | SINGLE<br>PURCHASE LIMIT | STATEMENT<br>DATE | ACCOUNT NUMBER     | MISCELLANEOUS<br>DEBITS  | 0.00     |
| \$ 75,000.00  | \$ .00                   | SEP 19, 1999      | MC 5568-8600-0042- | MISCELLANEOUS<br>CREDITS | 0.00     |
| Bankcard Center: GOVERNMENT CARD SERVICES<br>PO BOX 1637<br>NORFOLK VA 23501-1637   |                          |                   |                    | NEW BALANCE              | \$ 0.00  |
| Call Customer Service For Within US Toll-Free: 1-800-472-1424<br>Reporting Lost or Stolen Cards: Overseas Collect: 1-757-441-4124 |                          |                   |                    | DISPUTES                 | 0.00     |

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

Figure 12D-54 Sample Statement from Bank of America

## IMPAC ORDER LOG

CARDHOLDER NAME \_\_\_\_\_ CARD NUMBER \_\_\_\_\_  
 MONTH OF \_\_\_\_\_ 19 \_\_\_\_\_ PAGE \_\_\_\_\_ OF \_\_\_\_\_

| Purchase Date<br>Receipt Date | Vendor Information<br>Name, City, State, Phone | Purchase Amt<br>Freight Amt* | Detailed Item Description | Unit<br>Document<br>Number | (Optional<br>Use) |
|-------------------------------|--|------------------------------|---------------------------|----------------------------|-------------------|
| P/D                           | Name   | P/A                          |                           |                            |                   |
| R/D                           | City, St<br>Phone                              | F/A                          |                           |                            |                   |
| P/D                           | Name   | P/A                          |                           |                            |                   |
| R/D                           | City, St<br>Phone                              | F/A                          |                           |                            |                   |
| P/D                           | Name   | P/A                          |                           |                            |                   |
| R/D                           | City, St<br>Phone                              | F/A                          |                           |                            |                   |
| P/D                           | Name   | P/A                          |                           |                            |                   |
| R/D                           | City, St<br>Phone                              | F/A                          |                           |                            |                   |
| P/D                           | Name   | P/A                          |                           |                            |                   |
| R/D                           | City, St<br>Phone                              | F/A                          |                           |                            |                   |
| P/D                           | Name   | P/A                          |                           |                            |                   |
| R/D                           | City, St<br>Phone                              | F/A                          |                           |                            |                   |
| P/D                           | Name   | P/A                          |                           |                            |                   |
| R/D                           | City, St<br>Phone                              | F/A                          |                           |                            |                   |
| P/D                           | Name   | P/A                          |                           |                            |                   |
| R/D                           | City, St<br>Phone                              | F/A                          |                           |                            |                   |
| P/D                           | Name   | P/A                          |                           |                            |                   |
| R/D                           | City, St<br>Phone                              | F/A                          |                           |                            |                   |
| P/D                           | Name   | P/A                          |                           |                            |                   |
| R/D                           | City, St<br>Phone                              | F/A                          |                           |                            |                   |
| P/D                           | Name   | P/A                          |                           |                            |                   |
| R/D                           | City, St<br>Phone                              | F/A                          |                           |                            |                   |
| P/D                           | Name   | P/A                          |                           |                            |                   |
| R/D                           | City, St<br>Phone                              | F/A                          |                           |                            |                   |

\*Documentation for freight over \$100 must be provided

I certify this to be a true representation of the documentation kept by this unit in support of the charges for the cardholder number and date indicated above. Approving Official Signature: \_\_\_\_\_

Dept of Transp., USCG CG-5623 (1-97)

Figure 12D-54a Sample Order Log